MEMORANDUM

To: All Tenderers

From: Department of Education and Youth

Re: Schools Energy Pathfinder 2025 – Heat Pump Programme - Protection of Existing School Equipment Prior to Construction Works - by Contractor.

Dear Tenderer (Contractor),

As we prepare for the upcoming Schools Energy Pathfinder 2025 – Heat Pump Programme construction works, scheduled to commence in June 2026, it is essential that you allow and take for necessary precautions to protect the existing school equipment, furniture and resources to prevent any potential damage during the project.

Should you be awarded the Contract as successful tenderer, the following detailed guidelines will need to be complied with to ensure the safety of all equipment in your project school/classroom or designated areas:

1. Joint Pre-Works Condition Survey Walk

On appointment and before the commencement of ANY works on site, the school, the Employer's Representative and a representative from the Works Contractor will partake in a joint pre-works condition survey walk to ascertain the conditions of the existing equipment, furniture and fixtures in the school.

The Contractor is to prepare a pre-works condition photographic survey to include the following:

- General condition photographs of all areas, equipment, furniture and fixtures;
- Items that are identified to be damaged prior to works commencing to be included in the report.

This report is to be issued to the Employer's Representative and the school prior to works commencing.

2. Relocation of Equipment

To support the completion of the Works and a seamless return to school in late August 2026, Contractors together with the Schools are to relocate any high value or sensitive items (such as sports memorabilia, religious memorabilia, artwork, award trophies) away from the work areas and store in a secure location. Where required, Contractors must move items such as portable IT equipment, lab equipment, audio-visual systems and musical instruments to secure, dust-free areas within the School (to be agreed with the School). Functionality tests to be carried out by the Contractor (witnessed by School) on electronic equipment prior to removal for relocation.

3. Furniture and Fixtures

If required in certain work areas, desks, chairs, filing cabinets, and shelves should be moved to designated safe storage areas, if possible. Alternatively, move them to the middle of the room where the contractor is required to place plastic coverings over these items.

Stack and secure furniture properly to prevent tipping, wherever it is stored.

4. Covering and Securing

All items must be covered for Dust Protection:

- Cover immovable equipment with plastic sheeting, dust-proof covers, or heavy-duty tarps, these items to be highlighted to the contractor prior to commencing the works
- Use sealable plastic bags for small electronic devices.

Vibration and Impact Protection:

- Use padding, foam, or bubble wrap around fragile items.
- Secure large equipment (e.g., photocopiers, servers) with straps or brackets to prevent shifting.

Water Damage Prevention:

- Keep equipment elevated off the floor, especially in areas prone to leaks or spills during construction.
- Use waterproof covers for additional protection where required.

5. Flooring & Walls

The Contractor is to provide protective coverings which should be applied to floors and walls in high-traffic work areas to minimize dust, debris, and potential impact damage.

6. Ventilation & Air Quality

Dust control measures, such as sealing off work zones with plastic sheeting, should be implemented to maintain indoor air quality.

7. Restricted Access and Security Measures

Private records of students and staff should be locked away in a secure location with controlled access to the areas managed by the school i.e. caretaker over the course of the project programme. This is to be reviewed with the Schools in advance of any Works commencing.

- Lock storage rooms where sensitive equipment/records have been relocated.
- If access to these rooms is required, the school should maintain control to the room and supervise all works taking place inside (if possible)
- If access to these rooms is required, the school is to maintain an access log for authorized personnel.

8. Coordination with the Schools:

The appointed design team to your schools will be the main point of contact for the projects. While they will not be on site daily, any access requirements for school personnel over the summer should be requested by email or phone to the Design Team Lead. The Design Team lead will also ensure the following:

- Pre-Construction Briefings to be arranged by the Design Team/Contractor.
- Share equipment protection protocols with the school.
- Advise on access & programme requirements for areas containing sensitive materials or equipment.
- Ensure proper signage indicating Fragile Equipment in zones.

9. Contractors' Emergency Preparedness:

Risk Assessment:

- Identify potential risks such as dust, fire, noise, vibration, power outages, or accidental water leaks.

Response Plan:

- Ensure quick access to emergency contact numbers and first-aid kits.
- Train key staff on emergency procedures related to equipment protection.

10. Post-Construction Review

Thorough Cleaning:

- 'Builders clean' is not acceptable. All work areas (in particular areas accessible by students and staff) must be free of all debris and dust prior to the School returning. A full deep clean to be undertaken BEFORE handover to the school
- Clean and inspect all equipment before returning it to its original location.
- Use photographic record as part basis for handing back school.
- Sign off will be required form the Design Team Lead when all the above are completed.

Re-Inventory:

- Update inventory records, noting any damages or missing items.
- Functionality Testing
- Demonstrate all electronic and mechanical equipment to ensure it operates correctly after relocation.

Your cooperation is vital in safeguarding the schools' resources. Failure to comply with these protective measures may result in delays to Substantial Completion, work or additional corrective actions will be at the Contractor's own expense.

Thank you for your support and attention to this matter.

Sincerely,

Department of Education and Youth

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